

**FITNESS REPORTS, FORM 45
(Departmental)**

The attached proposed revision of FE processing of Fitness Reports, Form 45, for headquarters personnel provides for the following changes:

1. Places responsibility for maintenance of follow-up control records on a Control Clerk instead of the Unit Personnel Officer.
2. Eliminates the duplicate review by T&R of all Forms 45 and punching of Form 45 dates in the "Status" Cards. This date in the cards should be unnecessary under the procedure providing for scheduled submittal by grade. Also, it will not be included in the EDP monthly lists to be received after conversion.
3. Direct routing of Form 45 from the control clerks to the Branch which with (2) above - means that all double handling is eliminated.